

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 4

1. Purpose. The attached package is the new NOAA Travel Handbook (NTH) which completely replaces your existing NTH. This transmittal issues changed pages to the 1990 edition of the NOAA Travel Regulations (NTR) to add a new Chapter 300 which contains travel forms and general guidance on how to use the NTR, and a revised Chapter 301 regarding temporary duty (TDY) travel allowances. Chapters 300 and 301 form the beginning of the plain language NTR 1999 Edition. Current Chapters 302 and 306 remain in effect until superseded by the plain language format and are also included in this transmittal.

2. Effective Date. The provisions of this transmittal are effective September 1, 1999.

3. Explanation of Changes. This transmittal revises the NTR as follows:

- a. Adds a complete section of travel forms - Chapter 300-4.
- b. Clarifies travel order procedures - Chapter 301-2.1(a) - 301-2.1(j).
- c. Updates a complete travel delegation listing - Chapter 301-2.5(a) - 301-2.5(z).
- d. Revises the structure for travel order numbers - Chapter 301-2.7 - 301-2.18.
- e. Clarifies the method of payment for air charter services - Chapter 301-10.503 - 301-10.504.
- f. Clarifies entitlement to per diem and delegates to officials who authorize travel orders the authority to approve per diem within the vicinity of one's official duty station or residence - Chapter 301-11.1(a)(i) - 301-11.1(d)(iii).

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- g. Clarifies ship travel per diem - Chapter 301-11.101(b)(i) - 301-11.101(b)(v).
- h. Adds a complete section on personal phone calls while on official travel - Chapter 301-12.1(a) - 301-12.1(j).
- i. Revises regulations regarding the issuance of travel advances for NOAA employees - Chapter 301-51(a)(i)-301-51.1(e)(iv).
- j. Adds a section regarding the use of promotional materials and frequent traveler programs - Chapter 301-53.1(a)(i) - 301-53.1(b)(i).
- k. Note: Effective date for Transmittal 2 is May 1, 1999.

4. Filing Instructions for the NTH. Completely replace your old NTH with your new NTH. Please note the following:

- (a) The NTH, is comprised of the (1) Federal Travel Regulations (FTR) printed on white paper, (2) Department of Commerce (DOC) Travel Handbook printed on yellow paper, and (3) NOAA Travel Regulations (NTR) printed on blue paper.
- (b) The DOC Travel Handbook, Chapter 301 (yellow pages) has not been written in the plain language format and currently does not line up correctly with the FTR and NTR.
- (c) Appendix A (CONUS per diem rates) supersedes any other CONUS per diem rate listing and includes Amendments 75, 77, 79, 81, 82, and 85.
- (d) The attachments to this transmittal list the pages currently in effect in the FTR, the DOC Travel Handbook, and the NTR, after the changes issued by this transmittal have been inserted. These checksheets are to be used to verify the accuracy of the NTH and should be filed in front of Chapter 300.

ATTACHMENTS

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## **NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 & 301**

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
<b>CHAPTER 300</b>		<b>Part 301-12</b>	
300i.....4	2-10.....4	12-1.....4	
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<b>Part 300-2</b>		<b>Part 301-51</b>	
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<b>Part 300-4</b>		<b>Part 301-53</b>	
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300-4(a) - 300-4(q).4	2-18.....4		
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<b>CHAPTER 301</b>			
301-i.....4	<b>Part 301-10</b>		
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<b>Part 301-1</b>			
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1-2.....4	10-3.....4		
	10-4.....4		
	10-5.....4		
<b>Part 301-2</b>			
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2-2.....4	10-7.....4		
2-3.....4	<b>Part 301-11</b>		
2-4.....4	11-1.....4		
2-5.....4	11-2.....4		
2-6.....4	11-3.....4		
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2-9.....4	11-6.....4		

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**NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 & 306**

<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>
<b>CHAPTER 302</b>					
<b><u>Part 302-1</u></b>		<b><u>Part 302-10</u></b>			
2-1(1).....May 99		2-10(1).....May 99		6-3(22).....September 99	
2-1(2).....May 99		2-10(2).....May 99		6-3(23).....September 99	
2-1(3).....May 99		2-10(3).....May 99			
2-1(4).....May 99		2-10(4).....May 99			
2-1(5).....May 99		2-10(5).....May 99			
2-1(6).....May 99		<b>CHAPTER 306</b>			
2-1(7).....May 99		<b><u>Part 306-1</u></b>			
2-1(8).....May 99		6-1(1).....September 99			
2-1(9).....May 99		<b><u>Part 306-3</u></b>			
<b><u>Part 302-2</u></b>		6-3(1).....March 95			
2-2(1).....July 91		6-3(2).....March 95			
<b><u>Part 302-4</u></b>		6-3(3).....March 95			
2-4(1).....July 90		6-3(4).....March 95			
<b><u>Part 302-5</u></b>		6-3(5).....September 99			
2-5(1).....December 90		6-3(6).....September 99			
<b><u>Part 302-6</u></b>		6-3(7).....September 99			
2-6(1).....July 90		6-3(8).....September 99			
<b><u>Part 302-7</u></b>		6-3(9).....September 99			
2-7(1).....July 90		6-3(10).....September 99			
<b><u>Part 302-8</u></b>		6-3(11).....September 99			
2-8(1).....July 90		6-3(12).....September 99			
2-8(2).....December 90		6-3(13).....September 99			
2-8(3).....July 90		6-3(14).....September 99			
<b><u>Part 302-9</u></b>		6-3(15).....September 99			
2-9(1).....July 90		6-3(16).....September 99			
		6-3(17).....September 99			
		6-3(18).....September 99			
		6-3(19).....September 99			
		6-3(20).....September 99			
		6-3(21).....September 99			

**DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301**

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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**CHAPTER 301**

**Part 301-1**

(this part should follow Federal pg 2-2)

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1-4.....	11
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1-6.....	11
1-7.....	16
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1-14.....	8
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<b>BLANK PAGE</b>	
1-25.....	11

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**Part 301-2**

(this part should follow Federal pg 10-19)

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**Part 301-3**

(this part should follow DOC pg 2-3)

3-1.....	8
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3-3.....	8
3-4.....	8
3-5.....	8
3-6.....	8
3-7.....	8

**Part 301-4**

(this part should follow DOC pg 3-7)

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4-2.....	8

**Part 301-7**

(this part should follow Federal pg 11-12)

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**DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)**

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**CHAPTER 301 (continued)**

**Part 301-8**

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**Part 301-5**

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**Part 301-9**

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**Part 301-11**

(this part should follow Federal pg 52-4)

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**Part 301-10**

(this part should follow Federal pg 51-5)

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10-3.....15  
10-4.....15  
10-5.....15  
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**DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 302**

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**DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 305 & 306**

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**Part 305-2**

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**Part 305-3**

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**Part 305-4**

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